

## **Administration and Studio Manager**

**dpa lighting consultants, Marshalsea Road, Southwark, South London**

### **Introduction:**

**dpa** lighting consultants are an independent lighting design consultancy, with offices in Oxfordshire, London, Edinburgh, Dubai and Japan with a highly experienced team of designers from a variety of design disciplines. We are looking for an experienced Administration and Studio Manager to join our small friendly studio in Southwark, South London.

### **Duties Include:**

- General management of the London design team Studio and administration support, including managing stationery supplies, open/distribute post, arrange couriers, assist with the printing of large format drawings, manage holiday and sickness records.
- Support with the preparation of fee proposal documents to bid for new projects produced in InDesign.
- Update and edit luminaire and control schedules in Excel and other ad hoc typing.
- Answer enquiries to the Practice by email and telephone in a professional and timely fashion. Look after all incoming messages to the central **dpa** London inbox and respond/forward/delete as necessary.
- Provide confidential administration support to the Partners of the Practice.
- Travel coordination for the team, to include organising flights/hotels/airport parking/travel insurance, entry, and departure forms and covid tests where necessary.
- Welcome visitors to the Practice and offer refreshments.

### **Personal Specification**

#### Essential:

- Excellent working knowledge of Microsoft Office, to include Word, Excel and PowerPoint.
- Accurate keyboard skills.
- Strong communication and interpersonal skills, including a high standard of written English.
- A confident, friendly, and helpful manner. Ability to build strong working relationships with fellow colleagues and work collaboratively, at times, as part of a team.
- Organised with effective planning and time management skills and ability to prioritise a variety of tasks.
- Proactive and self-motivated. Able to work under own initiative with a can-do attitude.
- Adaptable with some flexibility to meet the needs of the Practice outside of core working hours.
- Ability to use discretion and understand the importance of confidentiality.

#### Desirable: the following requirements are not essential as full training will be given

- Experience in using InDesign and Photoshop would be advantageous but not essential.

## **Working Hours, Salary and Benefits**

### Working Hours:

Based within our studio in Southwark, South London, the hours of work would be from 9.00 am to 5.30 pm, either on a part time basis Tuesday to Friday, or full time Monday to Friday. There is a possibility to work from home two days a week, Monday and Friday.

### Salary and Conditions:

Remuneration will be commensurate with experience.

20 days annual leave plus all public UK bank holidays. An additional 2 or 3 days leave will be given at Christmas at the discretion of the Partners. Holiday entitlement will be pro rata if working on a part time basis.

### Responsible to:

You will be directly responsible to the Partners although working closely with the whole of the **dpa** team at times.